Government Performance and Results Act (GPRA)

ACCESS TO RECOVERY

IDAHO DEPARTMENT OF HEALTH & WELFARE

Frequently Asked Questions

GPRA FAQs

Contents

GPRA

What is the Government Performance and Results Act (GPRA) of 1993?

GPRA is a public law that was passed by Congress in 1993. GPRA was enacted to improve stewardship in the Federal government and to link resources and management decisions with program performance. GPRA requires that all Federal departments do the following:

• Develop a strategic plan specifying what they will accomplish over a 3- to 5-year period.
• Set performance targets related to their strategic plan on an annual basis.
• Report annually the degree to which the targets set in the previous year were met.
• Conduct regular evaluations of their programs, and use the results to explain their successes and failures on the basis of the performance monitoring data.

What is a GPRA Interview?

A GPRA Interview refers to the assessment tool created to adhere to the Government Performance and Results Act of 1993. For the purposes of ATR, there are three types of GPRA Interviews: Intake, Follow up, and Discharge.

Who is eligible to conduct a GPRA?

Anyone designated by your agency is eligible to complete a GPRA. There are no restrictions based on job title or licensing to conduct a GPRA.

What is CSAT?

The Center for Substance Abuse Treatment (CSAT) is a division of Substance Abuse and Mental Health Administration (SAMHSA). The mission of CSAT is to promote community-based substance abuse treatment and recovery services for individuals and families in every community. CSAT provides national leadership to improve access, reduce barriers, and promote high quality, effective treatment and recovery services.

What is CDP?

The Common Data Platform (CDP) is a web-based data entry and reporting system that provides a data repository for CSAT program performance measures.

Do we have to comply with GPRA regulations?

All clients receiving ATR treatment funds must have GPRAs. The Addendum to the Agreement Between Providers and Business Psychology Associates for the Delivery of and Payment for State Funded Substance Use Disorder Services states that providers will complete a GPRA at intake, 6 months following initiation of treatment and at the time of discharge.

Do we have to collect information on every person our program serves?

If the client meets the clinical eligibility for ATR funding, they must have a GPRA interview. GPRAs are required at intake, discharge, and 6 months post-intake. Providers must collect follow-up data on all clients, even if a client drops out of the program. When a provider cannot reach a client to conduct a Follow up interview, the provider must use the GPRA tool to report that information and explain why.

How do I submit a GPRA?

GPRA interviews must be entered into WITS and are transmitted to the CDP.

How do I conduct a GPRA?

Some questions are meant to be completed by staff and others are meant to be addressed to the client face to face. For the questions asked of the client, read the question aloud, as written. You will also read the clients response choices aloud. Please be sure you ask every question and do not ask your client to complete the GPRA on their own. Any text that is written in uppercase lettering should not be read aloud.

Do we have to ask the questions as written in the GPRA tool?

Yes, questions and answers must be read aloud to the client. Any text that is written in all uppercase letters should not be read aloud.

Will WITS prevent me from entering a GPRA when the interview is really old (or not within the 7 business days)?

No, WITS will not prevent this, but entering a GPRA outside of this requirement will not be in compliance.

Can I enter a GPRA after the Intake has been closed?

No, you cannot enter anything into a closed episode. You would need to contact the help desk if necessary.

What are the required data collection points for the GPRA information?

GPRA data are to be collected face-to-face for each individual client at three specific points:

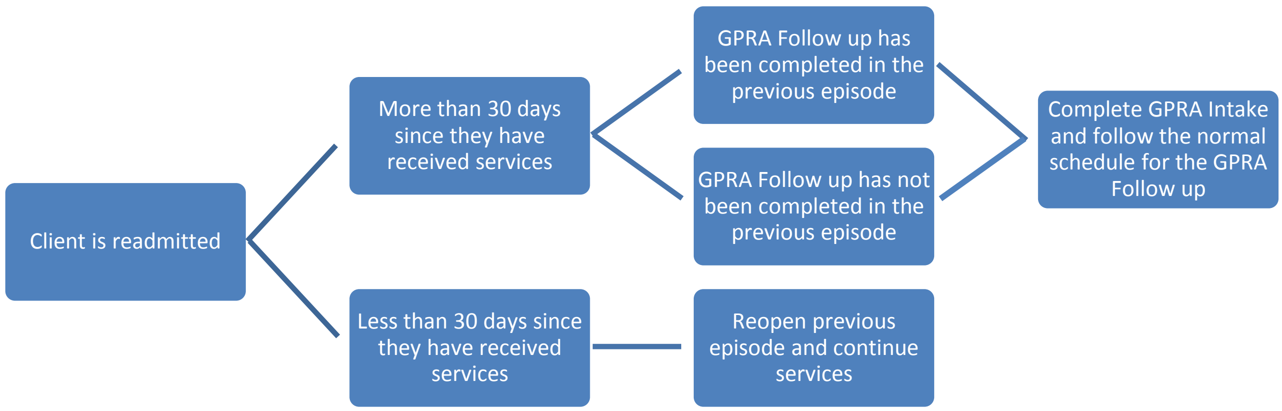
- Intake
- Six months after the initial GPRA (the eligible timeframe or “window” to collect this is 5-8 months after the date of the Intake GPRA)
- Discharge

To comply with the requirement to collect GPRA data at intake/admission, providers must collect GPRA data on each client as soon as possible after the client’s intake assessment, but no later than 4 days after the client officially enters the substance use disorder treatment program. Program entry dates should be the date which the client began receiving ATR funded services.

How should we handle clients who are readmitted for treatment services?

If the client is admitted within 30 days of the previous episode being closed, the provider should request the episode be reopened and the client will continue to receive services. If the client has not received services within 30 days, it is considered a new episode and a new GPRA must be completed.

If a second episode is created and a GPRA Follow up was not yet completed in the first episode, you will not need to create a GPRA Follow up for the first episode. The data will only be reported on the most current GPRA Follow up.



If a client is discharged and returns for services, does the client count toward my GPRA targets as another client?

No. Only one GPRA intake for each client counts toward your target numbers.

GPRA Intake

Do I conduct a GAIN interview or a GPRA interview first?

When a client is initially referred to a provider, they must have a GAIN assessment completed to ensure they meet the clinical eligibility requirements of ATR. After the client is determined to be clinically eligible, you will conduct the GPRA Intake.

If the client is not clinically eligible, should I conduct the GPRA so WITS will allow me to accept the authorization?

No. If the client does not meet the criteria, you will not complete a GPRA. After consenting the GAIN to DHW contractor, you will decline the authorization, then enter a "Declined Reason" and "Declined Comments" when prompted. Be sure to state that the client does not meet clinical eligibility for ATR 4 funding and request a new authorization for the GAIN assessment. This client will not receive ATR funding for treatment.

What do I do if the client is a child protection client and meets the clinical eligibility requirements, but needs residential treatment?

If the client is a child protection client and meets the clinical eligibility requirements, but needs residential treatment, the client may be transferred to IDHW Child Protection SUD funding to access residential services.

After consenting the GAIN to DHW contractor, you will decline the authorization, then enter a "Declined Reason" and "Declined Comments" when prompted. Be sure to state that the client needs to be transferred to IDHW-Child Protection SUD funding in order to access residential services.

If the client transfers to Child Protection SUD funding, you will not complete a GPRA.

When do I conduct a GPRA Intake?

The GPRA Intake is completed for clients that meet the clinical eligibility for ATR funding, so after the GAIN is completed. After you determine the client meets the clinical eligibility requirements, complete the GPRA. Once a client has a GPRA Intake, you will be responsible for completing the GPRA follow up and discharge. If they are not completed, you will be out of compliance according to your agreement to serve ATR clients.

Once I complete the GAIN, how long do I have to complete the GPRA Intake?

Providers must collect GPRA data on each client as soon as possible after the client's GAIN assessment, but no later than 4 days after the client officially enters the substance use disorder treatment program. The program entry date should be the date which the client began receiving ATR funded services.

Can I give my client a paper copy of the GPRA to complete?

No, the person conducting the interview should ask the client the questions aloud.

Can I interview clients in a group setting and have them complete the answers?

No, GPRA interviews are meant to be read aloud to clients on an individual basis.

GPRA Follow up

Do we have to follow up on each client?

Yes, every client that has a GPRA Intake will also need a GPRA Follow up and Discharge.

What if clients are no longer in the program when the GPRA Follow up is due?

The GPRA Follow up must be collected for all clients accessing ATR funding. If agencies are no longer seeing the client, a phone interview can be conducted.

When is the GPRA Follow up conducted?

The GPRA follow up, is meant to be conducted 6 months after the date of the GPRA intake. The eligible timeframe, or window, to collect the GPRA follow up is 1 month before the 6 month anniversary or 2 months after. This makes the window to complete the GPRA Follow up 5-8 months after the date of the GPRA Intake.

Can I complete a GPRA Follow up outside of the Follow up window?

The GPRA Follow up window is one month before and two months after the scheduled 6-month GPRA Follow up interview. If you conduct the interview 5 to 8 months after the GPRA Intake the client will be included in CSAT's report to Congress. If you complete the 6-month GPRA Follow up more than 8 months after the Intake, you will still need to conduct a GPRA follow-up interview, but you will not be reimbursed since it is out of compliance.

Can I conduct the Follow up interview telephonically?

With the intention of making it more feasible to always complete the GPRA Follow up, Idaho has been granted an exception to the face to face requirement, allowing providers to conduct the GPRA Follow up telephonically under the following circumstances:

- The client has already been discharged either because they have dropped out of treatment or they have successfully completed treatment prior to the GPRA Follow up window.
- The client and/or the client's family have transportation or other difficulties that make conducting a face-to-face interview a hardship.
- The client has been scheduled for 2 face to face interviews and does not present for either.
- The client is located more than 30 miles from the GPRA collector.
- The client is incarcerated.

Do we collect Follow up data on dropouts?

Yes. A Follow up and Discharge must be completed for any client that has a GPRA Intake in WITS.

How do I search for clients that need GPRA Follow up interviews?

In WITS, there is a GPRA Follow up Due screen under Agency that will provide this information. If you need additional help, please contact the WITS Help Desk at (844) 726-7496.

What does Agency/Facility type for Intake and Follow-up on the "GPRA Follow up Due" screen mean?

Intake agency is the agency that does initial GPRA Intake. The Follow up agency is the agency that is responsible for Follow up (generally the agency where the client was referred).

What do I do if the client does not clinically meet the requirements for treatment, but I have already submitted the GPRA?

Because the GPRA Intake was entered, you are required to do the GPRA Follow up and Discharge interview as well. Although the client didn't go into true ATR treatment, if you start the process you will be required to complete it.

What if the Follow up period for the last client served is past the funding period of the project?

Providers are expected to conduct 6-month follow-up GPRA for all clients who receive grant-funded services. The sole exception to this rule is for follow-ups due after the grant ends on September 29, 2017.

GPRA Discharge

Is a GPRA discharge required for every client?

Yes. Starting July 1, 2005, CSAT requires you to submit a GPRA discharge record for every client. At the time of a client's discharge (as defined by the grantee), you should complete a face-to-face GPRA discharge interview.

Is there a timeframe for conducting and submitting a GPRA discharge interview record?

A GPRA Discharge should be conducted within 14 days of the clients last date of service. sc

If you are unable to contact the client to conduct the Interview or if the discharge is within 30 days of the Follow up, you can complete an Administrative Discharge.

What is an Administrative Discharge?

An Administrative Discharge is a shortened version of the full discharge and is completed either when you are unable to contact the client to conduct the interview or if the Follow up was completed in the last 30 days. An administrative discharge is a shortened version of the full discharge and only requires you to complete sections J and K, which are to be completed by staff and not asked of the client.

Can I conduct a Discharge telephonically?

Yes, a Discharge can be conducted under the following circumstances:

- The client and/or the client's family have transportation or other difficulties that make conducting a face-to-face interview a hardship.
- The client has been scheduled for 2 face to face interviews and does not present for either.
- The client is located more than 30 miles from the GPRA collector.
- The client is incarcerated.

How do I search for clients that need GPRA Discharge interviews?

In WITS, there is a GPRA Discharge Due screen under Agency that will provide this information. If you need additional help, please contact the WITS Help Desk at (844) 726-7496.

Why is my current ATR client on the GPRA Discharge Due screen?

In this screen, the system looks for all the clients with intake interview date more than 30 days ago and no encounters in last 30 days. If a record meets this criteria it will be included in the GPRA Discharge Due list.

Why isn't WITS prompting me to complete the GPRA Discharge when I complete the GPRA Follow up?

You will only be prompted to complete the Discharge after the Follow up if you are conducting the Follow up within the window.

The typical episode of care for my clients is very short, so many clients may end up with GPRA Intake and Discharge interview dates very close to one another. Do we still have to collect both records?

Yes. Providers should collect all GPRA data for each data collection point, regardless of how close they are to one another. However, for those clients who are discharged less than or equal to 7 calendar days from the GPRA Intake interview, a face-to-face GPRA Discharge interview is not required. In this case, you can complete an Administrative Discharge. If the client receives services 8 or more days from the GPRA Intake interview a full face-to-face GPRA Discharge interview is required.

GPRA Follow-up and Discharge Timing Issues

What if the GPRA Discharge interview is due during the 6-month GPRA Follow up interview window? Do we still have to collect both records?

Yes. There may be cases when the client's GPRA Discharge is due during the window of time that the 6-month GPRA Follow up interview is due. In other words, if a Discharge is done anywhere between 5 and 8 months after GPRA intake, this interview could double as a GPRA Follow up interview. In these cases, you must still enter data for both the GPRA Discharge **and** the Follow up interviews. Conduct the interviews using these guidelines: complete the GPRA Follow up, at the end, WITS will ask if you would also like to conduct the Discharge. Select yes and WITS will use the information entered in the Follow up to complete the fields normally asked of the client during the discharge.

If the client's GPRA Discharge interview occurs during the Follow up window and you have already conducted the GPRA Discharge interview, you will need to do a separate GPRA Follow up.

Do we collect Follow up information if the GPRA Discharge interview is before or after the GPRA Follow up window?

Yes, providers must complete the 6-month GPRA Follow up regardless of when the client is discharged.

Data Collection Issues

Do we count a client's reported use of illegal drugs in Question B1c as having committed a crime for Question E4 ("In the past 30 days, how many times have you committed a crime?")?

Yes. If a client reports the use of illegal drugs in response to Question B1c but his/her answer to Question E4 is not consistent with Question B1c, the interviewer should probe the client for clarification. The interviewer must be certain that the number in Question E4 is equal to or greater than the number in Question B1c.

Can I save partial records?

No, the system will not save partial records. You must enter all sections of a record before can be saved in the system.

Caution: The system will automatically timeout after 121 minutes of inactivity and an incomplete record will be lost.

What happens to the GPRA data once submitted in WITS?

The data is submitted to the CDP.

Military Information

Should we collect data on a client's veteran status?

Effective March 5, 2012, CSAT no longer simply collects data on the number of clients who are veterans of the military. You should now collect data on a client's military service status, which includes active duty, separation, and retirement from the military. In addition, this section also collects information on persons close to the client who are or were deployed to a combat zone.

What branches of the military are included in the U.S. Armed Forces?

The U.S. Armed Forces consists of the Army, the Navy, the Marine Corps, the Air Force, and the Coast Guard.

How does CSAT differentiate between separation and retirement from the U.S. Armed Forces, Reserves, or the National Guard?

When a client becomes separated from the U.S. Armed Forces, Reserves, or National Guard, he or she has left active duty but might still have an obligation to serve. Separation from the military typically occurs when the client reaches his or her Expiration of Term of Service (ETS) and is released from active duty but still must complete military reserve obligations. When a client completes his or her full military obligation, he or she is then discharged.

When a client retires from the U.S. Armed Forces, Reserves, or National Guard, he or she has left active service and is entitled to a pension, a percentage of his or her base pay, or 100 percent of his or her base pay from the previously mentioned organizations.

Are the military questions only confined to U.S. military service?

Yes, these questions only pertain to U.S. military service. Clients who have served in the military in another country are not counted.

If a client states that he or she was discharged from the U.S. Armed Forces, the Reserves, or the National Guard, should we ascertain the client's discharge status?

No. A client's discharge status is not considered in the GPRA tool and therefore does not need to be asked by providers. CSAT is not asking for data regarding a client's discharge status.

Are the Military questions asked when conducting a Follow up and/or Discharge?

No, the Military questions are asked at the Intake only.